



Civil Appeals – Self-Represented Litigants

How to E-File in Odyssey (Kiosk Mode)



Step 10: Review the Summary & Submit Your E-filing

E-filing Steps

- 1 • Prepare Documents
- 2 • Register
- 3 • Sign In
- 4 • Create new Password
- 5 • Add Payment Account
- 6 • Case Information
- 7 • Upload Filings
- 8 • Add Service Contacts
- 9 • Pay Fees
- 10 • Review Summary / Submit**

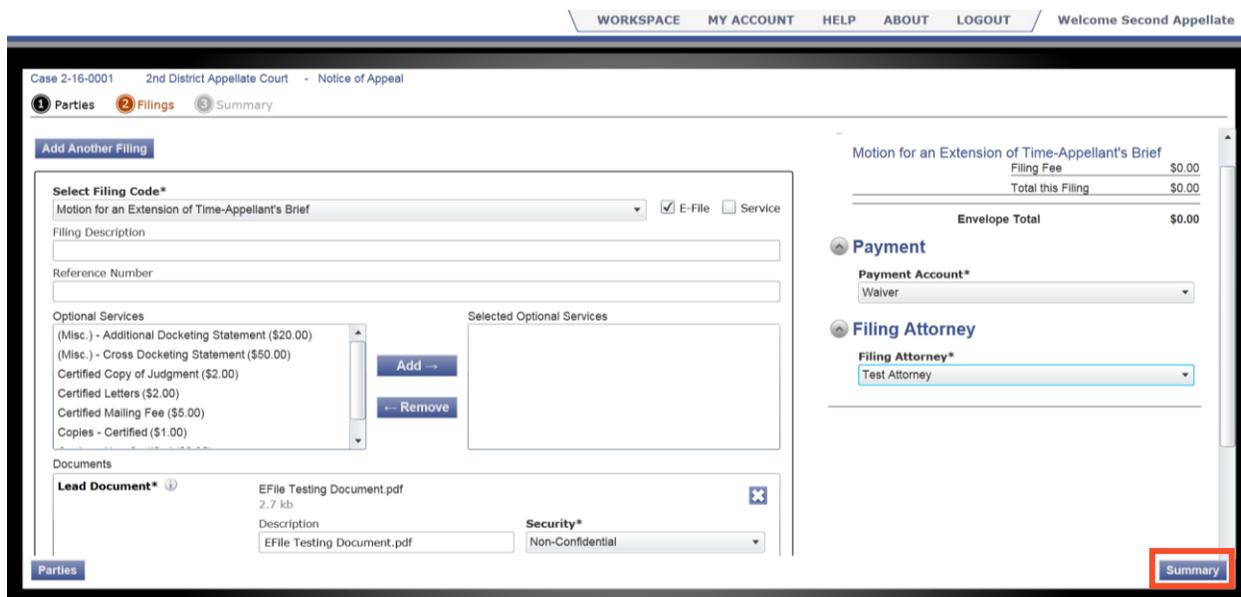


Review E-file Summary & Submit E-file

Once you have completed all the e-filing steps, you can review a **Summary** of your filing before submitting it. After you review your Summary, you must **Submit** your filing to the court to complete e-filing. The whole packet of what you submit to the court is called an "envelope" in the e-filing system.

➔ Click Summary

1. Scroll to the bottom of the web page after you've completed the Case Information, Parties, Filings, and Fees sections.



The screenshot shows the e-filing system interface for Case 2-16-0001 at the 2nd District Appellate Court. The interface includes a navigation menu with 'Parties', 'Filings', and 'Summary' tabs. The 'Summary' tab is active, and a red box highlights the 'Summary' button at the bottom right of the page. The main content area displays details for a 'Motion for an Extension of Time-Appellant's Brief', including a filing fee of \$0.00 and a total envelope cost of \$0.00. Other sections visible include 'Payment' (Waiver) and 'Filing Attorney' (Test Attorney).

2. Click **Summary**.

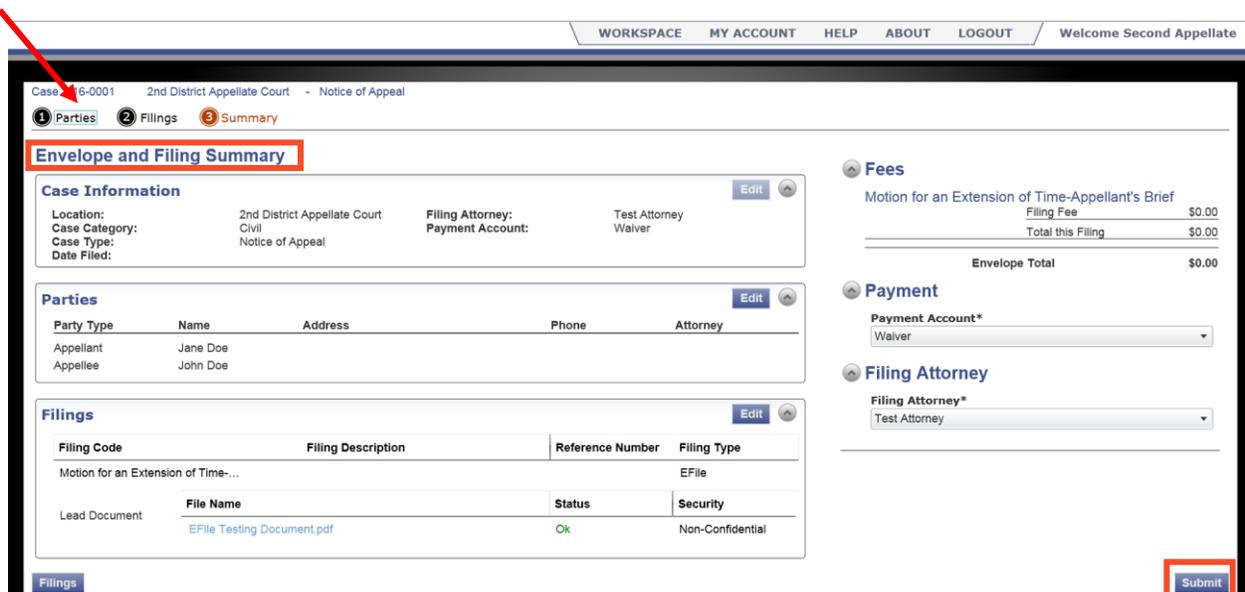


If you have not entered all the required information for your e-file, you will not be able to review a Summary of your e-filing envelope.

➔ Review your e-file Summary

1. After you click Summary, review the information about your case, including Party Information, Filings, and Fees.
2. If anything is incorrect, click the section you want to return to in the menu bar (Parties or Filings). Once on the previous page, you can click into any section that is incorrect and make the changes you want.

Need Help? Call Odyssey's Filer Support Number: 1-800-297-5377



Case # 16-0001 2nd District Appellate Court - Notice of Appeal

1 Parties 2 Filings 3 Summary

Envelope and Filing Summary

Case Information

Location: 2nd District Appellate Court Filing Attorney: Test Attorney
 Case Category: Civil Payment Account: Waiver
 Case Type: Notice of Appeal
 Date Filed:

Parties

Party Type	Name	Address	Phone	Attorney
Appellant	Jane Doe			
Appellee	John Doe			

Filings

Filing Code	Filing Description	Reference Number	Filing Type
	Motion for an Extension of Time...		EFile

Lead Document	File Name	Status	Security
	EFile Testing Document.pdf	Ok	Non-Confidential

Fees

Motion for an Extension of Time-Appellant's Brief
 Filing Fee \$0.00
 Total this Filing \$0.00
 Envelope Total \$0.00

Payment

Payment Account*
 Waiver

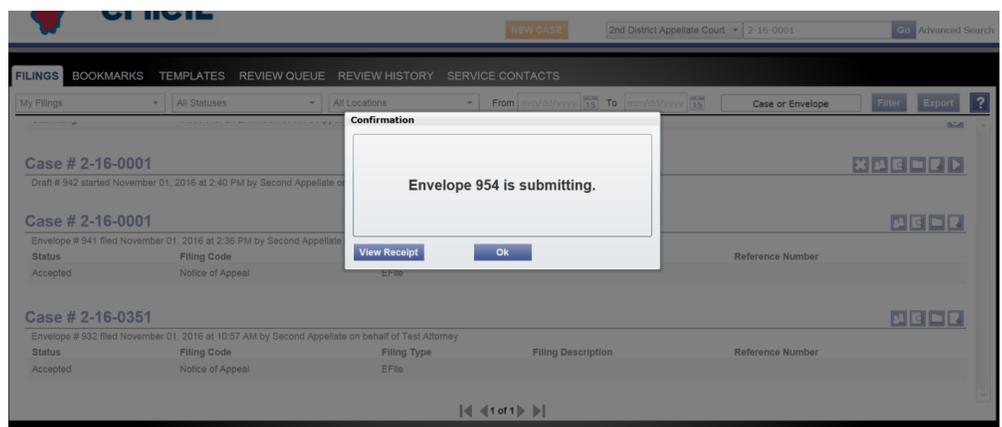
Filing Attorney

Filing Attorney*
 Test Attorney

Submit

➔ Submit your e-filing

- Once you review your e-file summary and make sure the information is correct, click **Submit**.
- A confirmation screen will pop-up with an Envelope Number, which shows that you submitted your filing to the court. You can **View Receipt** or click **OK**. If you select **View Receipt**, a separate page will appear that you can print or save for your records.



If you only have a Draft Number, you have **NOT** yet submitted your filing.



Submitting your e-filing envelope in the system is the first step in giving your documents to the court. Once you submit the e-filing envelope, the appellate clerk's office will review the filing. The clerk will either accept or reject your filing. **You MUST check your email for notification from the court about whether your filing is accepted or rejected.**



You have successfully reviewed and submitted your e-filing envelope to the court.

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